

**Pueblo of Laguna**  
**Human Resources Department**  
P.O. Box 194  
Laguna, New Mexico 87026  
505-552-6654



## APPLICATION INSTRUCTIONS

The attached employment application is the first and most important step when you apply for employment with the Pueblo of Laguna. All information you provide will be used to determine your qualifications for the position you are applying. **Before completing the application, please read the following instructions:**

- **Fill in all spaces.** Your application will be considered incomplete if there are any blank spaces on the application. You will not be notified if you leave blank spaces; instead, you will not be considered for the position.
- **Read the Minimum Qualifications required by the position.** Your application must show that you meet the minimum qualifications of the position as identified in the job announcement. Your application will not be considered for the position if you fail to provide information which shows you do meet the qualifications. If you would like a copy of the job announcement, an HR representative will provide you with one. If you cannot pick up a copy, you may contact the Human Resources Office at 505- 552-6654.
- **Resumes.** Submittal of resumes, attached to the application, is encouraged since there is little room on the application to document work performed with previous employers. Your resume must contain all the information asked for in the “**Employment Experience**” portion of the application form. If your resume does not contain the required information and you do not provide it on the application, you will not be considered for the position.
- **Additional employment experience.** Use a separate sheet of paper and provide the information in the same format as the “ **Employment Experience**” section of the application.
- **Certificates, licenses, education documents.** Required documentation identified in the job announcement must be provided to the Human Resources Office within five business days of the closing date of the job announcement.
- **You must SIGN this application** to be considered for the position for which you are applying. Your signature acknowledges all information you have provided is accurate. Failure to provide accurate or truthful information on this application will automatically disqualify you from being considered for the position for which you are applying. If you are submitting your application via email, a secured electronic signature will be accepted. If you do not use a secured electronic signature, you will need to physically sign the application and send it to [POLemployment@lagunapueblo-nsn.gov](mailto:POLemployment@lagunapueblo-nsn.gov) or fax to 505-552-9675.
- Any questions regarding the application form or the recruitment process may be directed to Margaret Poncho at 505-552-5799 or at [mponcho@lagunapueblo-nsn.gov](mailto:mponcho@lagunapueblo-nsn.gov)